

NATIONAL CAPITAL WING CADET ADVISORY COUNCIL

Bylaws

SECTION 1 NAME

1. The name of this organization shall be the “National Capital Wing Cadet Advisory Council.” The organization may also be referred to as the “NATCAP CAC.”

SECTION 2 AUTHORITY AND PURPOSE

2.1 The NATCAP CAC shall be conducted IAW CAPR 52-16, Cadet Program Management, and has no authority to implement policy.

2.2 The purpose of the CAC is to:

- a. Provide an organization where cadets gain leadership experience at higher organizational levels.
- b. Aid the commanders in monitoring and implementing the cadet program.
- c. Make recommendations for improving and running the cadet program.

2.3 The NATCAP CAC may also plan, coordinate, and run wing cadet activities when approved by the NATCAP Wing Commander.

2.4 The NATCAP CAC falls under the direction of the NATCAP Director of Cadet Programs. A NATCAP CAC Advisor may be appointed to act as a liaison between the council and Director of Cadet Programs.

2.5 Any recommendations to improving the cadet program will require a majority vote of the participating squadrons and be sent to the NATCAP Director of Cadet Programs via the NATCAP CAC Advisor. The Director of Cadet Programs will review the recommendation and forward it to the appropriate level; NATCAP Wing Commander, Middle East Region Cadet Programs Staff or Middle East Region Cadet Advisory Council. All recommendations will be written as staff study reports or position papers (see Leadership: 2000 and Beyond, Chapter 9 and the Tongue and Quill (AFH 33-337)).

SECTION 3 MEMBERS

- 3.1 Commanders of all composite and cadet squadrons will appoint a NATCAP CAC primary representative and assistant from their units by 15 June; preferably a cadet officer for the upcoming term of office. Each representative and assistant will be designated on a CAPF 2a, Request for approval of personal actions, and forwarded to the NATCAP Director of Cadet Programs for approval. In the remarks section, include the cadet's mailing address, telephone number, and e-mail address.
- 3.2 All primary representatives and officers will wear the red shoulder cord during their term of office IAW CAPR 52-16 and CAPM 39-1, Civil Air Patrol Uniform Manual. The red shoulder cord identifies current members and will be worn while serving on the NATCAP CAC.
- 3.3 All primary representatives are authorized to wear the CAC ribbon with bronze star device upon satisfactorily completing their term of office. The Chairperson (MER representative) is authorized to wear a silver star upon completion of term of office and will wear a blue shoulder chord while serving as Wing CAC Chairperson / Representative to MER CAC. The NATCAP Director of Cadet Programs or NATCAP CAC Advisor shall be the requesting authority on all CAPF 2a requests for the CAC ribbon. The request will be routed through the cadet's home unit squadron commander. The final approving authority will be the NATCAP Wing Commander.
- 3.4 The cadet's unit commander or the NATCAP Wing Commander may terminate membership of any member on the council for unexcused absences or for disciplinary reasons at any time. A new member will be appointed. (IAW Section 3.1)
- 3.5 The Middle East Region CAC representatives will be appointed by the NATCAP Wing Commander and will attend all meetings of the NATCAP CAC, but has no vote. NOTE: this paragraph applies in situations where the MER representative is different from the Chairperson.

SECTION 4 OFFICERS

- 4.1 Officers will consist of a chairperson and vice chairperson and a recorder. The vice-chairperson will also maintain their status as a unit representative and vote accordingly. The chairperson will only vote to break a tie and will not serve as a unit representative. Officers will be nominated and be elected by a majority vote during the regular NATCAP CAC meeting. Elections will be held prior to 1 July and preformed by written ballot collected by the CAC Advisor or Director of Cadet

Programs and take effect at the start of the upcoming term. The NATCAP Wing Commander will approve all officers.

4.2 Duties and responsibilities:

- a. Chairperson – The presiding officer of the council; opens meeting at appointed time; ensures a quorum is present; ensures rules of order are followed; will forward all recommendations to CAC Senior Advisor; will maintain a list of all NATCAP units requiring CAC membership; sets the agenda and will forward it to the CAC advisor, Director of Cadet Programs, and all representatives at least 10 days before each meeting; will ensure that the minutes are forwarded to the CAC members, CAC Senior Advisor, NATCAP and MER Director's of Cadet Programs, MER CAC and the NATCAP Wing Commander within 30 days. Additionally he/she will represent the wing at the region CAC.
- b. Vice Chairperson – Takes the place of the absent chairperson; assists chairperson in duties; contacts all members of the council at least one week before each meeting.
- c. Recorder - Keep records of all proceedings in the minutes, which will include attendance, and be typed using official memorandum format; will maintain the NATCAP CAC Continuity book.

SECTION 5 MEETINGS

- 5.1 A quorum will consist of a majority of all CAC primaries (or, in the case of absence of the primary representative, the CAC assistant representative) representatives that have a current, complete and approved CAPF2a on file with the Director of Cadet Programs. (IAW Section 7.1)
- 5.2 The uniform of the day for all members will be blues. Meetings occurring during the summer will short-sleeve blue shirt combination with optional tie. During winter meetings long-sleeve shirt and tie is optional.
- 5.3 The NATCAP CAC will be called to order at 1930 hours at the NATCAP Wing Headquarters on the first Tuesday of every other month, in conjunction with NATCAP commanders call. In addition, the council will host an electronic session on months opposite the commander's call. The chairperson will determine if a quorum is present. If no quorum is present, no official business may be conducted. Council representatives can be contacted by phone, if necessary, to establish a quorum. The NATCAP CAC Advisor or Director of Cadet Programs must be present, or another senior member rated in Cadet Programs may be temporarily appointed.

- 5.4 All cadets assigned to NATCAP may attend meetings and make recommendations, however, only the unit representative may vote. Assistant representatives will vote in the place of an absent primary representative.
- 5.5 The voting procedure (i.e. hand vote, ballot, roll call, etc.) will depend on the type of motion IAW Section 7.1
- 5.6 The order of business is as follows:
- a. Call to Order
 - b. Roll Call (Determine if a quorum is present)
 - c. Reports. (Officers, Committees, CAC Advisor, and Director of Cadet Programs)
 - d. Unfinished Business.
 - e. New Business.
 - f. Adjourn.
- 5.7 An additional meeting between the Wing Commander and CAC Chair will be conducted within a month of any CAC meeting that has a quorum.

SECTION 6 COMMITTEES

- 6.1 Only special committees will be established by the council. The Chairperson will appoint a Chair for each committee. Assistant representatives may serve on all committees.
- 6.2 If a quorum is not established at a council meeting, the meeting will immediately adjourn and a special planning committee will be established to make recommendations to the council. They will report back to the council at the next meeting.

SECTION 7 PARLIAMENTARY AUTHORITY

- 7.1 Parliamentary procedure will be followed while conducting all NATCAP CAC business according to Robert's Rules of Order.

SECTION 8 AMENDMENTS

8.1 All amendments to these bylaws must have had previous notice, a two thirds vote, and be approved by the NATCAP Director of Cadet Programs and NATCAP Wing Commander.